

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: PAYROLL TECHNICIAN II

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Payroll Supervisor

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS:

Four years or progressive experience in Accounting or Payroll. Completion of six semester hours in Accounting from an accredited college or university may substitute for up to one years of the required experience, with the equation being three semester hours equaling six month's experience.

PREFERRED QUALIFICATIONS:

Experience with State of Arizona automated Payroll (HRMS) System. Experience with school payroll complications and requirements. Ability to communicate using Sign Language.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs a variety of difficult and complex payroll duties. Compiles, analyzes, balances, reconciles and summarizes complex fiscal transactions. Posts, records, inputs difficult fiscal and payroll activity to update and maintain records of transactions. Inspects and examines various payroll documents to assure completeness, accuracy and compliance with state and federal guidelines. Maintains files, prepares reports and summaries of payroll activities, all in accordance with established practice and using established formats and procedures. Review records and does forecasts of available funds, anticipates expenditures, and projects payrolls. Makes entries to and revisions of agency payrolls. Maintains ledger accounts for internal payroll activities on an ongoing basis. Reviews payroll documents and verifies for accuracy, timeliness, proper preparation, and compliance with state and other guidelines. Confers periodically with Supervisor, presenting and resolving difficulty problems or questions, and with Finance Manager as requested.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general accepted accounting practices, ability to operate computer and other basic office equipment, ability to use a 10-key calculator, ability to learn basic Sign Language, knowledge of federal, state, and agency laws policies and procedures related to time and attendance, leave, FLSA, and others, ability to be trained for access into the automated system, ability to perform complex financial calculations, ability to create and maintain spreadsheets, ability to work as a team sharing in the workload, attention to detail.